

Review date April 2017

Fire Risk Assessment

Guidance



Coventry City Council

www.coventry.gov.uk

Introduction

A fire risk assessment is a systematic examination of premises, the activities carried out there, the likelihood that a fire could start and identification of those who may be harmed if this were to happen. It aims to identify the fire hazards and determine what physical fire precautions and management arrangements are in place. Measures should then be implemented to reduce this risk to as low as reasonably practicable.

The assessment must be 'suitable and sufficient' and carried out by a competent person.

Corporate Arrangements

If Managers/Head Teachers are responsible for a whole building then the operational fire risk assessment document should be completed. In addition, a Structural Integrity Survey of the building must be completed by a competent person. This can be arranged through the City Council's Corporate Property Services.

These two documents constitute the overall fire risk assessment for the premises.

In City Centre shared buildings, Managers will be required to complete an "Office Fire Risk Assessment", which is co-ordinated by Corporate Property Services.

Managers must complete mandatory fire risk assessment training before carrying out a fire risk assessment.

Head Teachers or other staff with delegated responsibility for completion of fire risk assessments, must ensure that they have received appropriate training to undertake this task.

Management responsibilities:

- Complete an operational fire risk assessment of the specific premises or work area under their control
- Ensure that a Structural Integrity Survey has been completed if they have responsibility for the whole building
- Ensure that any actions identified by the operational fire risk assessment and Structural Integrity Survey are prioritised and completed in a timely manner
- Ensure that the operational fire risk assessment is reviewed on an annual basis, following any significant changes to the building/work area or following a fire related incident
- Complete an Office Fire Risk Assessment if based in a Central building
- Managers must share the findings of the Risk Assessment with Employees. Employees are required to co-operate with Managers

Training

Fire Safety (E-learning equivalent – Fire safety and evacuation)
Fire Risk Assessment (Classroom based – mandatory for Managers)

Legislation

The Health and Safety at Work etc Act 1974
The Management of Health and Safety at Work etc Act 1999
The Dangerous Substances and Explosive Atmospheres Regulations 2002
Regulatory Reform (Fire Safety) Order 2005
Disability Discrimination Act 1995

Further guidance

Fire Guidance [Click here](#)

Personal Emergency Evacuation Plan Guidance [Click here](#)

“Managers Guide – Supporting Disabled People in Employment” [Click here](#)

Fire safety law and guidance documents for business (guidance documents relating to different types of premises and means of escape for disabled people) [Click here](#)

Council forms/pro-forma

Fire Risk Assessment form [Click here](#)

Office Fire Risk Assessment/Action Plan Checklist [Click here](#)

Personal Emergency Evacuation Plan – Questionnaire [Click here](#)

Personal Emergency Evacuation Plan template [Click here](#)

HSE guidance

Fire Safety [Click here](#)

Contacts

For further information contact:

Occupational Health, Safety and Wellbeing Services on 024 7683 3172

If you need this information in another language or format please contact Health and Safety on 024 7683 3172